



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
US ARMY CIVILIAN HUMAN RESOURCE AGENCY-KOREA REGION
CIVILIAN PERSONNEL ADVISORY CENTER, AREA I
UNIT #15746
APO AP 96258-5746

**2004 Summer Hire Program Vacancy Announcement
Uijongbu, Area I Participants**

ANNOUNCEMENT #: CRC-CPAC-01-2004

OPENING DATE: 1 April 2004

CLOSING DATE: 30 April 2004

Applications will continue to be accepted from students who PCS to Area I and arrive on/after 10 May 2004. All other applications **MUST** be received NLT 5:00PM, 10 May 2004, to be considered.

Application forms are available on our web site at: <http://cpoc-www.korea.army.mil>. Click on Employment Information.

Application forms are also available at the Area I CPAC, Bldg T 909, across from the museum. Hours of operation are Monday through Friday: 0800 to 1700.

POSITION TITLE, SERIES & GRADE: General Helper, WB-3501-00.

Positions include clerical and labor, non-hazardous positions. Students must specify on their application whether they wish to work in clerical or labor positions. If there is no indication on the application, students will not be considered for labor positions. Students under age 18 are required to have their parent's permission to work labor positions. Selections for the Summer Hire Program are final.

SALARY: \$500 per hour (2003 wages. Subject to Change)

DUTY STATION: Camp Red Cloud, Camp Stanley, Camp Casey, Camp Hovey, Camp Howze, Munsan, Chunchon, and Paju

SESSION DATES:

College Session: 17 May 2004 – 07 August 2004

One Session: 14 June 2004 – 07 August 2004

SUMMER HIRE PROGRAM ELIGIBILITY:

All students selected for the 2004 Summer Hire Program must meet the age requirements on the day of appointment.

1. Military Spouses under the age of 18 and still in high school
2. Unmarried Children, step children, adopted children, and children under legal guardianship of a DOD Sponsor, ages 14 through 22 years of age, enrolled in school on a full-time basis.

DOD Sponsors Include: Dependents must reside with their sponsor, except for students attending college in the United States, reside in Area I, be eligible for SOFA, and be sponsored by one of the following:

1. Active Duty Military
2. DOD Federal Civilians
3. NAF (MWR and AAFES) Civilians
4. Other U.S. Government Federal Agencies (Embassy, Treasury, Veterans Affairs, etc)
5. DOD Invited Contractors, Red Cross, USO, and other DOD Sponsors with SOFA status

Applications will be accepted from both U.S. and Non-U.S. Citizen dependents of eligible DOD Sponsors. All applicants must have a Social Security Number.

SELECTION PROCESS:

Placement Priority will be given as follows:

- | | |
|--------------|-----------------------------|
| Priority #1: | All students ages 16-22 |
| Priority #2: | Students 14-15 years of age |

HOW TO APPLY:

Eligible students who wish to be considered for Federal employment under the 2004 Summer Hire Program will be required to submit the following application package:

- Family Member Youth Employment Application
- Selective Service Registration Status (Male Applicants Only)
- Form SF-181, Race and National Origin Identification
- Form SF-256, Identification of Handicap
- Form W-4, Employee's Withholding Allowance Certificate (Tax Form)
- Form SF-1199, Direct Deposit Sign-up Form
- Distribution of Leave and Earnings Statement
- Copy of Sponsor's PCS Orders
- Letter of Employment (Civilian Applicants Only)
- Copy of Dependent ID Card
- Copy of Social Security Card or 2002 Tax Return Form to Verify Social Security Number (only acceptable documents)
- College Students: Letter from Registrar stating they are a full-time student.

ADDITIONAL INFORMATION:

1. Incomplete applications will not be accepted and returned to the applicant without consideration.
2. Completed applications must be submitted in person to the Area I CPAC, Bldg T 909 NLT 5:00PM, 10 May 2004. Students who PCS to Area I on/after 10 May 2004 may continue to turn in their applications and will be considered for placement.
3. Direct Deposit of the student's Federal paycheck is required as a condition of employment. Students may elect a bank or credit union of their own choice.
4. College students who do not include a letter from their College Registrar stating their status as a full-time student will not be considered for the College Session. Those students will be considered only for the regular sessions.
5. Applications will be considered without regards to sponsor's rank. All appointments will be made without regard to race, creed, color, religion, sex, or national origin. In addition, there will be no discrimination on the basis of mental or physical handicaps.
7. Social Security Number must be verified without exception.
8. Applicant/Sponsors will not be permitted to copy documents at the Area I CPAC. Please make copies prior to submitting your application package.
9. The point of contact for the Area I Summer Hire Program is Ms. Wanda Catlett, 732-6090.